

## PROJECT DESCRIPTION AND EVALUATION REQUEST OUTLINE

The Service is responsible for reviewing your request to insure it thoroughly evaluates potential effects to federally-listed or proposed species and critical habitat and other important fish and wildlife resources. To expedite the review process, the following information should be submitted with your project description and evaluation request should you determine that the proposed action may affect listed or proposed species and/or habitat, or other important environmental resources pursuant to NEPA. Refer to Biological Assessment-Evaluation Development Guidelines for descriptions of terms and language referenced in this outline.

### 1) Cover Letter

- a) Purpose of correspondence or consultation with Service
- b) Regulatory authority requiring Service involvement (*e.g.*, Clean Water Act, NEPA, Rivers and Harbors Act, etc.)
- c) Project title
- d) Project county location
- e) The Service's consultation number if available (ex. 21140-2006-I-0000)
- f) The Federal action agency and Federal nexus agency involved with your project, and their contact information
- g) Submitter's contact information (name, address, organization name, telephone number, FAX number, and electronic mail address);
- h) Client contact information if different from the submitter
- i) An effects determination for each species and critical habitat

### 2) Description of the Proposed Action

- a) Be specific and quantify whenever possible
- b) Describe the location [legal description, and latitude and longitude (preferably in decimal degrees NAD83)]
- c) Proposed construction timeline
- d) Equipment utilizing
- e) Include all minimization and avoidance measures to be implemented
- f) Describe any conservation or recovery measures for each species (not required)

### 3) Environmental Baseline (status of the affected species and their habitat in action area)

- a) List all species that occur in the action area county (refer to the Service's website for a county species list <<http://www.fws.gov/southwest/es/oklahoma/document.htm>>)
- b) Describe habitat assessment methodologies (*e.g.*, walk-through, transects, plots)
- c) Describe habitat present at proposed project site (this should include dominant vegetative species, soil type, degree of development or urbanization, current land use, previous land use, identification of all wetlands or streams, and any other appropriate data)
- d) Discuss species potentially occurring in action area based on the species habitat requirements and the habitat present in the action area (species habitat requirements are provided on our website at <<http://www.fws.gov/southwest/es/oklahoma/spplist.htm>>)
- e) Describe survey methods implemented for federally-listed species, migratory birds, and for any other species surveyed
- f) Discuss survey results of each species (*e.g.*, density, distribution, and total individuals recorded);

### 4) Effects of the Action on Federally-Listed Species and Migratory Birds

- a) Describe factors potentially affecting federally listed species or migratory birds (i.e. direct effects; indirect, interrelated, and interdependent effects; potential incidental take; cumulative impacts)
- b) Analyses effects of action on species/Describe species response to proposed action

5) Cumulative Effects

- a) Describe cumulative effects of state and private actions in action area (describe any current or previous actions in and near the action area that resulted in alteration of the natural habitat conditions in and near the action area)
- b) Describe all of your previous actions that have occurred in the current proposed action area, and any actions ongoing or likely to occur in the foreseeable future (actions should include both actions that require consultation with the Service and those that do not)

6) Conclusion

- a) Make an effects determination for each species (refer to Biological Assessment-Evaluation Development Guidelines for definitions of effects determinations)

7) Literature Cited

8) List of Contacts Made/Preparers

9) Maps/ Photographs